

STATE OF WEST VIRGINIA  
OFFICE OF THE ADJUTANT GENERAL  
1703 COONSKIN DRIVE  
CHARLESTON, WEST VIRGINIA 25311-1085

ACTIVE GUARD/RESERVE (AGR) VACANCY ANNOUNCEMENT  
<http://www.wv.ngb.army.mil/jobs/>

Announcement No: AGR 10-39

OPENING DATE: 27 April 2010

CLOSING DATE: 27 May 2010

\*\*\*\*\*

**DUTY LOCATION:** Admin/Supply NCO, Gassaway, WV 26624

**UNIT OF ASSIGNMENT:** Det 1, 863<sup>rd</sup> MP Co, Gassaway, WV 26624

**FULL TIME SUPPORT POSITION:** Admin/Supply NCO

**MILITARY DUTY TITLE:** Military Police      **PARA/LINE:** 104/02

**MIN/MAX GRADE AUTHORIZED:** E4/E5    **MOS:** 31B    **AFSC:** 3P0XXX, 8G000

**Duties include but are not limited to:** The human resources specialist supervises or performs personnel and administrative functions in support of company, battery, troop; detachments at division, corps, and echelons above corps; in brigade and battalion S1's or in other similar organizations, activities and units; and advises the commander, the staff, and unit Soldiers on human resource matters. The human resources specialist also participates in occupational classification and management of human resources or supervises personnel management of human resources or supervises personnel management activities to include maintaining officer and enlisted personnel records and processing personnel actions concerning Soldiers and their families. Prepare personnel accounting and strength management reports. Monitor appointment of line of duty, survivor assistance and summary court officers. Processes line of duty investigations. Prepares and processes recommendations for awards and decorations and arranges for awards ceremony. Prepares, updates, and coordinates requests for evaluations, to include responding to evaluation inquiries. Prepares and monitors requests for promotions and arranges for promotion ceremony, to include promotion declinations, reconsideration for promotions, and arrange for reduction and removal boards for Soldiers on local promotion standing lists. Processes centralized and decentralized promotions and reduction actions. Prepares and monitors requests for reductions, transfers, and discharges. Military and special pay programs, personnel accounting and strength management, transition processing, meal cards, training Soldier support file, and unit administration. Apply knowledge of provisions and limitations of Freedom of Information and Privacy Acts. Requisitions and maintains office supplies, blank forms, and publications. Types military and non-military correspondence in draft and final copy. Prepare orders and request for orders. Prepares and maintains officer and enlisted personnel records. Processes requests and prepares identification tags and cards. Types correspondence and forms in draft and final copy. Posts changes to Army regulations and other publications. Advise commanders on Soldiers and personnel readiness and strength levels of supported reporting units. Reviews and prepares reports and data on strength (gains and losses) of personnel and makes duty assignments of enlisted personnel. The unit supply specialist supervises or performs duties involving request, receipt, storage, issue, accountability and preservation of individual, organizational, installation and expendable supplies and equipment. Receives, inspects, inventories, loads, unloads, segregates, stores, issues, delivers and turns-in organization and installation supplies and equipment. Operate unit level computers (ULC). Prepare all unit/organizational supply documents. Maintains automated supply system for accounting of organizational and installation supplies and equipment. Issues and receives small arms. Secures and controls weapons and ammunition in security areas. Schedules and performs preventive and organizational maintenance on weapons. Inspects completed work for accuracy and compliance with established procedures. Coordinates supply activities. Reviews and annotates changes to unit material condition status report. Post transactions to organizational and installation property books, and supporting transaction files. Determines method of obtaining relief from responsibility for lost, damaged and destroyed supply items.

**DUTY LOCATION:** Admin/Supply NCO, Gassaway, WV 26624

**UNIT OF ASSIGNMENT:** Det 1, 863<sup>rd</sup> MP Co, Gassaway, WV 26624

**FULL TIME SUPPORT POSITION:** Admin/Supply NCO

**MILITARY DUTY TITLE:** Military Ploice      **PARA/LINE:** 104/02

**MIN/MAX GRADE AUTHORIZED:** E4/E5    **MOS:** 31B    **AFSC:** 3P0XXX, 8G000

\*\*\*\*\*

**AREA OF CONSIDERATION:** Open to all members of the West Virginia National Guard.

**TRAINING REQUIREMENTS FOR THIS POSITION:** Members who are not MOS qualified for this position, must become MOSQ within 12 months of AGR start date. An additional requirement for this position is that the member attend course # HRR-010, Title: Unit Administrator at the Professional Education Center, Little Rock, AR, within 12 months of AGR start date. Failure to complete the prescribed courses for new full time support personnel within the first year of employment may be cause for termination from full-time employment.

\*\*\*\*\*

**HOW TO APPLY:** Application may be scanned and emailed to [jfhqvw.j1hro.agr@us.army.mil](mailto:jfhqvw.j1hro.agr@us.army.mil) OR mail to HRO-AGR, 1703 Coonskin Dr., Charleston, WV 25311. **Applications must be received by 1600 of the closing date. Allow at least 10 days for regular mail. Failure to submit all the required documents by 1600 on the closing date will cause your application to be disqualified, and it will not be considered.** DO NOT SEND APPLICATIONS WITH BINDERS, CLIPS, OR TABS. **Applications will be retained in the Human Resource Office for 30 days after selection. After, 30 days, all applications will be destroyed. Members who desire to obtain a copy must do so before the 30 days expire. Any questions please call COM: (304) 561-6423 / (304) 561-6424 or DSN: 623-6423 / 623-6424.**

**Remarks:** All Applicants must meet the entry requirements stated in AR 135-18 Table 2-1 to be certified. SM must obtain a security clearance.

\*\*\*\*\***ONLY SUBMIT REQUIREMENTS FOR YOUR CURRENT BRANCH OF SERVICE**\*\*\*\*\*

**Army Requirements:**

- (1) A single page letter/memorandum expressing your interest in and qualifications for the position; include announcement number, and contact information to include email and phone number. **(This email address will be used to notify you regarding your certification within 5 business days from receipt of your application.)** Identify three references with email addresses and phone numbers.
- (2) NGB Form 34-1 dated Oct 2002 **(Application Must Be Signed and dated or your application will not be certified.)** A detailed chronological statement of civilian and military experience with special emphasis on areas of experience and education related to the position may also be attached to the NGB Form 34-1. **Find the form at <http://www.wv.ngb.army.mil/jobs/>**
- (3) Last 5 NCOERs / OERs **(A letter of recommendation or performance evaluation must be submitted on Soldiers not requiring an NCOER / E4 and newly promoted E5.)**
- (4) Officer Record Brief (ORB) or Enlisted Record Brief (ERB) as applicable.
- (5) Print out of Soldier's Individual Medical Readiness Record (IMR).
- (6) Copy 2 or 4 **(Member Copy)** of all previously issued DD 214s or NGB 22s.
- (7) Statement of Active Service, any of the most recent following forms:
  - a. NGB Form 23
  - b. NGB Form 23B (RPAS Statement)
  - c. DA Form 1506 (Statement of Service)
- (8) DA Form 705 **(Must have successfully completed an APFT within the last 12 months.)**
- (9) Current certified statement of height and weight from unit commander or designated representative within 30 days of closing date. **(Must include DA Form 5500-R or DA Form 5501-R (Body Fat Content Worksheet) if applicable.)**

**DUTY LOCATION:** Admin/Supply NCO, Gassaway, WV 26624

**UNIT OF ASSIGNMENT:** Det 1, 863<sup>rd</sup> MP Co, Gassaway, WV 26624

**FULL TIME SUPPORT POSITION:** Admin/Supply NCO

**MILITARY DUTY TITLE:** Military Ploice      **PARA/LINE:** 104/02

**MIN/MAX GRADE AUTHORIZED:** E4/E5    **MOS:** 31B    **AFSC:** 3P0XXX, 8G000

\*\*\*\*\*

**Air Requirements:**

(1) A single page letter/memorandum expressing your interest in and qualifications for the position; include announcement number, and contact information to include email and phone number. **(This email address will be used to notify you regarding your certification within 5 business days from receipt of your application)** Identify three references with email addresses and phone numbers.

(2) NGB Form 34-1 dated Oct 2002 **(Application Must Be Signed and dated.)** A detailed chronological statement of civilian and military experience with special emphasis on areas of experience and education related to the position may also be attached to the NGB Form 34-1.

**Find the form at:** <http://www.wv.ngb.army.mil/jobs/>

(3) Copy 4 **(Member Copy)** of all previously issued DD 214s, if applicable.

(4) Point Credit Summary from VMPPF.

(5) Weight verification within the last 30 days by Medical Squadron personnel.

(6) Last complete physical and current AF Form 422, Physical Profile Serial Report.

(7) Report of Individual Fitness certified by Unit Fitness Monitor (within 1 year).

(8) Must submit last three Enlisted Performance Reports (AGR Members Only).

(9) MPA Tour Orders (if applicable).

**REMARKS:** Individuals selected for AGR service must meet the AGR eligibility requirements per ANGI 36-101, Chapter 2, dated 3 May 2002. Members who first become eligible for the MGIB-SR chapter 1606 benefits after 29 Nov 89 must relinquish that eligibility upon assignment as an AGR. Additionally, members selected for this AGR position will be terminated from all ANG Incentive Programs (cash bonus and student loan repayment) and will not be eligible for future participation.

**This is an ARMY position. Any Air member selected for the position will be required to transfer to the Army National Guard.**

\*\*\*\*\*

**HOW TO APPLY:** Application may be scanned and emailed to [jfhqvw.i1hro.agr@us.army.mil](mailto:jfhqvw.i1hro.agr@us.army.mil) OR mail to HRO-AGR, 1703 Coonskin Dr., Charleston, WV 25311. **Applications must be received by 1600 of the closing date. Allow at least 10 days for regular mail. Failure to submit all the required documents by 1600 on the closing date will cause your application to be disqualified, and it will not be considered. DO NOT SEND APPLICATIONS WITH BINDERS, CLIPS, OR TABS. Applications will be retained in the Human Resource Office for 30 days after selection. After, 30 days, all applications will be destroyed. Members who desire to obtain a copy must do so before the 30 days expire. Any questions please call COM: (304) 561-6423 / (304) 561-6424 or DSN: 623-6423 / 623-6424.**

Consideration will be given to all qualified applicants without regard to sex, race, color, religion, national origin, politics, age, membership or non-membership in an employee organization.

POSTING: This announcement will be placed on all bulletin boards.

FOR THE ADJUTANT GENERAL:



WILLIAM E. CRANE  
COL, EN, WVARNG  
Human Resource Officer